

BY ORDER OF THE COMMANDER



AETC SUPPLEMENT 1

AFI 11-401

31 DECEMBER 1997

Flying Operations

FLIGHT MANAGEMENT

AFI 11-401, 1 March 1996, is supplemented as follows:

★SUMMARY OF REVISIONS

This revision incorporates IC 97-3, which revises information about additional crewmembers (ACM) to remove the ejection-seat restriction and the traveling to or from restriction. (See paragraph 1.6.2.1.1 [Added] [AETC] and table 1.2 for updated information reflecting these changes.) IC 97-3 also redefines information about the AETC Instructor Enrichment Program (IEP) to include program description, eligible candidates, and approval authority. The current paragraph 1.9.3.6.2 (Added) (AETC) has been revised (and now includes paragraphs 1.9.3.6.2.1 and 1.9.3.6.2.2). See attachment 12 for IC 97-1, attachment 13 for IC 97-2, and attachment 14 for IC 97-3.

NOTES:

1. This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this supplement is 37 U.S.C. 301a. System of Records Notice F060 AF A, *Air Force Operations Resource Management Systems (AFORMS)*, applies.
2. The 80 Flying Training Wing (80 FTW) will comply with this instruction. However, Euro-NATO joint jet pilot training (ENJJPT) plan of operations, memorandum of understanding, and steering committee guidance take precedence.
3. For 42 Air Base Wing (42 ABW) and Civil Air Patrol-United States Air Force (CAP-USAF), Operations Group commander (OG/CC) refers to 42 Operations Squadron commander (OS/CC) and CAP-USAF chief of operations (XO), respectively.
4. References in this supplement to the T-38 include the AT-38.
5. Attachment 7 (Added)(AETC) lists references, abbreviations, and acronyms used in this supplement.

1.3. AETC units comply with the guidance in this supplement except in the following situations:

1.3.1. (Added) (AETC) Aircrews will comply with guidance of the operational major commands (MAJCOM) (Air Combat Command [ACC], Air Mobility Command [AMC], and Air Force Special Operations Command [AFSOC]) while flying missions under the operational control of those commands.

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1.4. AETC numbered air force (NAF) commanders and the Air University (AU) commander will designate operational supervisory positions (lieutenant colonel and below) that require active flying.

1.4.1. (Added)(AETC) Instructors must be qualified and current according to appropriate multicommand publications and AETC instructions (AETCI). CAP-USAF instructors must be qualified and current according to CAP-USAF guidance. Squadron commanders will designate all instructors in writing.

1.4.2. (Added)(AETC) Instructors must be qualified and current according to appropriate multicommand publications and AETCIs. CAP-USAF instructors must be qualified and current according to CAP-USAF guidance. Squadron commanders will designate all instructors in writing.

1.5.5. AETC crewmembers will notify the host operations systems management (HOSM) office when separation or retirement action is pending or when temporary duty (TDY) in support of non-AETC flight operations or deployments will exceed 30 days. The HOSM office will determine whether to forward the flight record folder to the TDY location or hold it until the individual returns.

1.5.7. (Added)(AETC) Before attending physiological and centrifuge training, trainees must get a copy of their current AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, and sign out their original AF Form 702, **Individual Physiological Training Record**, from the HOSM office. Upon completion of training, they will return the AF Form 702 to the HOSM office.

★1.6.2.1.1. (Added)(AETC) **Additional Crewmember (ACM)**. An ACM is an AETC crewmember who is assigned or authorized to accompany any AETC crew complement. ACM status is normally granted to crewmembers: traveling to or from locations to accomplish training or evaluation requirements; on tanker airlift control center-directed airlift missions; to accommodate recurring training orientation (in lieu of a one-time orientation or familiarization sortie); or to accomplish any bona fide official mission where ACM status is essential to completion of the mission. AETC wing commanders approve ACM status for eligible individuals on specific flights operated by their unit or under their operational control. Crewmembers from other MAJCOMs are authorized ACM status (with their wing commander's approval) to conduct AETC business or exchange training information. To qualify, ACMs must have a current flight physical, current physiological and egress training commensurate to the aircraft ACM status is approved for, and be on current aeronautical orders and flying status. They must have travel orders annotated by the ACM authority. (A memorandum or message granting ACM status from a valid authority satisfies this requirement.) ACM status will not be granted to personnel on leave in place of travel as a passenger or for avoidance of personal travel expenses. ACMs do not restrict training profiles. ACMs may not log flying time unless qualified in the aircraft and specifically directed to perform primary crew duty in their specialty.

1.6.2.1.2. (Added)(AETC) **Mission Essential Ground Personnel (MEGP)**. MEGP are maintenance or mission support individuals (military, civil service, or contractor) who must have immediate access to the aircraft to perform essential duties in support of a particular aircraft, aircrew, or mission. AU Director, Plans and Operations (AU/XO), NAF chief of operations (NAF/DO), or OG/CCs may grant MEGP status on a case-by-case basis on unit aircraft. The wing commander is the approval authority for non-unit-assigned military personnel or DoD civilians. The AU/CC or NAF/CC must approve all non-Air Force military personnel and non-DoD civilians.

1.6.2.1.2.1. (Added)(AETC) Aircraft commanders will ensure MEGP are properly manifested and briefed before flight. Do not place MEGP on aeronautical orders (AO). For flights, place them on a locally produced flight order form, that is, AETC Form 76, **Flight Order for Navigation and/or Support Flight**. MEGP will not log time on the AFTO Form 781, **AFORMS Aircrew/ Mission Flight Data Document**, nor will they qualify for hazardous duty incentive pay (HDIP). Aircraft commanders will tailor the profiles of missions carrying MEGP as necessary.

1.6.2.4. (Added)(AETC) Mission observers (MO) may fly in AETC aircraft to acquaint themselves with the diverse aspects of the AETC flying training mission. AETC/CC approves MO status in selected aircraft for individuals demonstrating a need to observe flying training activities first hand. In addition to AETC/CC designation, MOs must meet the eligibility requirements of DoD Regulation 4515.13-R, *Air Transportation Eligibility*, for travel aboard military aircraft. Use AETC Form 76 to authorize and document flights carrying MOs. MOs flying in aircraft in which they have access to controls must fly with an instructor. MOs are authorized access to the flight deck of AETC airlift and tanker aircraft during any phase of flight. Mission observers do not log time on the AFTO Form 781, but will have a current physical evaluation, physiological training, and egress training before their mission.

1.8. The OG/CC designates flight authorization approving officials in writing. Keep the current copy of the approving official designation document on file in the squadron.

1.8.1. Use AETC Form 345, **Daily Flight Record/Order**, an equivalent training management system (TMS) or time-related instruction management (TRIM) product, or a locally developed form approved by NAF/DO or AU/XO for local flights, out-and-back training flights, and flights to transport RSU crews to auxiliary fields. (**EXCEPTION:** Functional check flights [FCF] and cross-country missions). Use AETC Form 203, **Aircraft Functional Check Flight Log and Flight Order**, AETC Form 76, or a locally developed form approved by NAF/DO or AU/XO for the above exceptions. Amendments to AETC Form 76 may be accomplished on the AETC Form 76A, **Request and Authorization for Change of Flight Orders**.

1.8.1.1. Use the following additional guidance for designating pilot-in-command:

1.8.1.1.1. An instructor pilot (IP) is the pilot-in-command if occupying a seat with a set of controls for all takeoffs and landings and on night vision goggle (NVG) upgrade training sorties. For helicopters, the pilot-in-command will always occupy a seat with a set of controls.

1.8.1.1.2. A pilot flight examiner (evaluator pilot [EP]) is the pilot-in-command and the flight lead during initial pilot evaluations. For 58 Special Operations Wing (SOW) aircrews, an IP will normally be "A" coded so the flight examiner can concentrate on the students. For recurring evaluations, the examinee, if qualified as an aircraft commander or flight lead, will normally be pilot-in-command.

1.8.1.1.3. Flight examiners will assume command if the pilot-in-command (or training mission commander [TMC] for joint/specialized undergraduate navigator training [JUNT/SUNT]) exhibits performance which, if allowed to continue, would jeopardize safety or mission accomplishment. Flight examiners will direct corrective action before safety of flight is compromised. The flight examiner assuming command will notify all crewmembers.

1.8.1.1.4. Place an asterisk by the name of the designated flight lead in a formation. Place a double asterisk by the name of the deputy flight lead for a four-ship formation.

1.8.1.6. (Added)(AETC) The purpose of the flight in the remarks section of AETC Form 76 for all flights except student training.

1.9.2. AETC is not in the operational support airlift business. The AMC TACC tasks several units to provide airlift support. Requests to wings from non-AETC agencies for direct airlift support using AETC assets should not be accepted by AETC units. This is an OSA mission. Non-AETC agencies should be referred directly to AMC TACC. AETC personnel desiring OSA should contact the local transportation office for assistance. Dedicated missions are defined as the use of AETC aircraft in support of AETC direct airlift requirements. Dedicated missions require MAJCOM/CC approval. AETC units seeking dedicated mission approval should route requests through the appropriate AU or NAF current operations for AETC/CC approval. During these missions, ensure compliance with applicable 11-series guidance. CAP-USAF guidance addresses passengers on CAP-USAF missions. Air Force guidance restricts training activities when carrying passengers. No additional resources (aircraft, flying time, or equipment) will be provided for the purpose of facilitating passenger or cargo movement. All crewmembers aboard flights carrying passengers must be current and qualified. See table 1.1 (Added)(AETC) to determine whether you can carry passengers during an AETC training mission and table 1.2 (Added)(AETC) for crew qualification restrictions when carrying passengers.

1.9.2.1. (Added)(AETC) Air Force allows aircraft to carry passengers if they are suitably equipped. Any aircraft carrying passengers must comply with AFI 11-206, *General Flight Rules*, life support equipment requirements (seatbelts, life preserver units and rafts, oxygen system, pressurization).

1.9.2.2. (Added)(AETC) Transportation of unqualified personnel aboard ejection-seat aircraft is not authorized. Orientation flights are not considered travel and may be flown according to this supplement.

1.9.2.3. (Added)(AETC) If all of the above conditions are met, eligible passengers, as determined by either base transportation or base operations personnel, may be carried aboard AETC aircraft on a noninterference basis. The decision matrix in table 1.1 (Added) (AETC) will help determine whether it is possible to transport personnel and what restrictions apply.

Table 1.1. (Added)(AETC) Passenger Decision Matrix.										
I T E M	A	B	C	D	E	F	G	H	I	J
		Aircraft Type								
	Status/Category	Ejection-Seat		Special Purpose		Airlift Tanker/Trainer (Passenger Suitable)				
		F-15 F-16	T-37 AT/T-38	T-3	Helos (all)	T-1 T-43	C-12 C-21	C-5 C-17	C-141 KC-135	HC-130 MC-130
1	MEGP	Not authorized.		Authorized by AFI 11-401/AETC Sup 1. Supports flying operations.						
2	Duty passenger	Not authorized.			Authorized on noninterference basis with training. Dedicated missions require AETC/CC approval.					
3	Space available	Not authorized.								
4	Orientation flights (note)	Authorized. Profiles restricted by age or condition of recipient or flight's purpose. See AFI 11-401/AETC Sup 1. See guidance for restrictions.								
5	Distinguished visitor flights									
6	Incentive flights									
7	Familiarization	Authorized by AFI 11-401/AETC Sup 1. See guidance for restrictions.								
8	Spouse orientation	Taxi only.			Authorized by AFI 11-401/AETC Sup 1, attachment 8.					

(See note on next page.)

NOTE: All orientation flight recipients are considered a special category of passenger according to DoD 4515.13-R, chapter 4. See paragraph 1.9.3.7.4, this supplement, for request procedures.

Table 1.2. (Added)(AETC) Passenger-Carrying and Aircrew Restrictions.										
I T E M	A	B	C	D	E	F	G	H	I	J
		Aircraft Type								
	Status/Category	Ejection-Seat		Special Purpose		Airlift Tanker/Trainer (Passenger Suitable)				
		F-15 F-16	T-37 AT/T-38	T-3	Helos (all)	T-1 T-43	C-12 C-21	C-5 C-17	C-141 KC-135	HC-130 MC-130
1	AETC/CC/CV/XO, NAF/CC, AU/CC (when rated)	Instructor pilot required for all categories (note 1).			Instructor pilot required (note 1). When carrying passengers, will not occupy a primary crew position (note 1).					
2	Mission observer									
3	Senior supervisor									
4	Indoctrination flyers									
5	IEP flyers									
6	ACM (note 2)									

NOTES:

1. In aircraft in which they do not maintain a mission qualification or for general officers in non-commander billets.
2. Designated current and qualified aviators in any AETC aircraft. ACM are not passengers; no restrictions on operations while ACM are aboard the aircraft.

1.9.2.4. (Added)(AETC) Although the Joint Operational Support Airlift Center (JOSAC) (OSA) is the preferred method of transportation, in some instances units may allow passenger travel in conjunction with training missions. Passenger travel in these instances must be a bona fide opportune capability generated as a result of training or logistics support requirements. Operations group commanders will use the following guidelines as a starting point when considering passenger missions:

- The mission or sortie should be an existing or standing training requirement totally independent of the potential passenger mission.
- For all portions of the mission with passengers onboard, all pilots performing flight duties must be qualified in the specific aircraft and crew position they occupy.
 - See AFI 11-401, paragraph 1.12.2--Exception for passengers necessary to achieve training objectives required by formal training programs (for example, pararescue, rangers, cct, seals, etc).
- Aircraft is properly configured to carry passengers.
 - Oxygen and other life support systems meet requirements.
- Planned mission profile does not include the practice of emergency procedures.
- Passengers have approved travel orders or authorization to make the flight.
- Passengers are properly briefed and manifested.
 - Passengers should be processed through the passenger terminal or base operations to ensure all preflight requirements are correctly accomplished.
- Reference tables 1.1 and 1.2, this supplement.

1.9.3.4. Except for TACC-tasked missions, the local command post will be the central point of contact for handling and coordinating requests for civilian medical transportation. During normal duty hours, refer requests to the local command post, which will pass them through HQ AETC Command Post to the HQ USAF Director of Transportation. During non-duty hours, refer requests to the Air Force Operations

Center. Either of these Air Force agencies will determine the proper support action. Normally, use the Air Force aeromedical evacuation system. The 58 SOW aircrews will ensure all search and rescue (SAR) and disaster relief missions are coordinated through the Rescue Coordination Center (RCC), Langley AFB VA. If time constraints dictate, local commanders may use their resources to support appropriate transportation requests. When exercising this option, direct the local command post to submit a command interest report (CIR) to the HQ AETC Command Post.

1.9.3.6.1.(Added)(AETC) Supervisory flights allow AETC/CC/vice commander [CV]/XO, AU/CC/CV/XO, NAF/CCs/CVs/DOs, WG/CCs/CVs, OG/CC/CDs, CAP-USAF/CC/CV/XO, and CAP-USAF liaison region commanders to review flying training effectiveness, operational flying procedures, and aircrew performance in aircraft in which they are not current or qualified. Supervisory officers maintain qualification in their primary assigned aircraft, logging appropriate flight duty codes for their position (first pilot [FP], mission pilot [MP]/IP/EP) and flying time according to the basic instruction. For missions in aircraft other than their primary assigned aircraft, supervisors log an "OP" or "ON" (XP or XN for lieutenant colonels and below) flight authorization duty code and "other" time on the AFTO Form 781. (See paragraph 1.13.6, this supplement, for general officer pilot duties.) Any supervisory flights involving the use of NVG equipment will include a prerequisite NVG lab training session covering focus and use of the goggles.

★1.9.3.6.2. (Added) (AETC) Instructor Enrichment Program (IEP) sorties are local missions flown by current AETC instructors flying in an AETC aircraft in which they do not maintain qualification. The pilot in command must be a current IP qualified in the aircraft. IEP sorties are for the sole purpose of familiarizing AETC instructors with missions performed by fellow instructors in different weapon systems in AETC. (For example, SUPT instructors visiting Altus AFB or Little Rock AFB [or instructors from Altus AFB or Little Rock AFB visiting HQ AETC] would qualify for IEP.) IEP sorties may also be used to familiarize supervisors of flying (SOF) personnel with the mission and performance for different aircraft in the traffic pattern. The knowledge gained on these sorties is expected to allow the SOF to make more informed decisions during critical situations (for example, emergency recoveries). Approval authority for IEP sorties and flight authorization duty codes for guest instructors are as follows:

★1.9.3.6.2.1. The approval authority for IEP sorties is the OG/CC. IEP sorties will be coordinated between units in advance and should not interfere with student training. The selection process for IEP candidates is as follows:

- The SQ/CC (with OG/CC approval) for wing personnel.
- The wing commander for nonunit-assigned personnel.
- The HQ AETC/IG and HQ AETC/SE for IG and SE personnel, respectively.
- The AU/XO or NAF/DO for AU and NAF personnel, respectively.

★1.9.3.6.2.2. For IEP sorties, each guest instructor will use a flight authorization duty code to denote his or her position identifier (that is, "P" for pilot, "N" for navigator, or "L" for loadmaster). In addition, the guest instructor will log only "other" time on the AFTO Form 781 and will *not* log any training events.

1.9.3.6.3. (Added)(AETC) The Crossflow Program is a formal, syllabus-directed program that transitions T-37 instructor pilots into instructor positions for either the T-1 or T-38.

1.9.3.7. Individuals normally receive only one orientation flight. Repeat fliers require AU/CC or NAF/CC approval. Orientation flight and passenger guidance contained in this publication will be followed by AETC aircrews and takes precedence over other MAJCOM-level guidance. Wing commanders will ensure a copy of DODR 4515.13R eligibility is readily available to all aircrews by placing this publication in flight crew information file (FCIF), volume II. Orientation flights are normally flown within the local/home flying area. However, the wing commander, after careful consideration of planning and safety factors, may allow off-home-field orientation flights. These off-home-field procedures must be documented in AU, NAF, or wing operating procedures. Wings will publish local instructions providing procedures, briefings, and checklists that comply with the guidelines in attachments 8 and 9 of this supplement. Wings will forward these operating instructions to the appropriate AU/XO or NAF/DO for approval. Orientation sorties approved by AETC Form 327, **Air Education and Training Command Orientation Flight Request**, are valid for 6 months or until accomplished, whichever comes first.

1.9.3.7.1. Commanders must ensure each person is a volunteer. The AETC Form 30, **AETC Orientation Flight Certificate**, will be presented to participants following all incentive flights. It will be presented for familiarization and DV flights when appropriate.

1.9.3.7.2. DV flights display AETC aircraft and training systems to select people who require a better understanding of the mission and whose flight will be beneficial to the Air Force.

1.9.3.7.4. Medical officer sorties fall into two categories: designated aerospace medicine specialists (other than flight surgeons) called PSP and students of various aerospace medical training programs. PSPs at major medical centers (Wilford Hall and Keesler AFB) are authorized to receive familiarization sorties subject to the restrictions published in table 1.3 (Added)(AETC). Medical training programs that occasionally require flying support are the residents in aerospace medicine (RAM) course, the Uniformed Services University of Health Sciences (USUHS), physiological training officer (PTO) training, Aerospace Medicine Primary School (AMPS), and the Health Professions Scholarship Program (HPSP).

1.9.3.7.5. (Added)(AETC) **Requesting Orientation Sorties.** Commanders at all levels may nominate individuals for orientation flights and must provide proper justification. The OG/CC will determine what type of orientation flight and profile is appropriate. The WG/CC will use table 1.3 (Added)(AETC) to determine the proper approving authority. Recommend the use of the AETC Form 327 for flight requests that can be approved locally. Requests from Headquarters agencies (for example, SAF/LL), that are addressed directly to AETC units and concern orientation flights involving members of congress, their staffs, or federal or foreign government officials should be routed as quickly as possible to AU/NAF current operations. These requests must contain recommendations for support or non-support. The AU/NAF current operations office is the focal point for orientation flight coordination. They are authorized direct liaison with all agencies in the coordination and approval chain to expeditiously process orientation flight requests. Tables 1.1, 1.2, and 1.3 (Added)(AETC) this supplement, contain guidance on approval levels for training missions and orientation flights. If used locally, the AU/NAF section is not applicable and the coordination blocks may be used as determined locally. See attachment 10 for guidance on completing AETC Form 327.

Table 1.3. (Added)(AETC) Orientation Flights.			
L I N E	A	B	C
	Type of Flight	Authorized Participants	Approval Authority (note 1)
1	Distinguished visitor (DV)	Members of Congress or their staffs	Secretary of Air Force via SAF/LL
2		Federal and foreign government officials	AETC/CC (note 2)
3		Public affairs: US citizens whose position and contact with various publics allow positive contributions to public understanding of Air Force roles and missions	Non-local area of responsibility (AETC/CC or ATSD/PA)
4		- national and local news media representatives - state and local officials - others having public affairs implications	Local area of responsibility WG/CC
5		General officers and GM-15s and above	WG/CC
6	Familiarization	Foreign military (O-7 and above or civilian equivalents)	AETC/CC (note 2)
7		Foreign military (O-6 and below or civilian equivalents)	AU/CC or NAF/CC
8		Active-duty military (all grades) and DoD civilian equivalents (all grades)	WG/CC
9		Medical officer programs (RAM, AMPS, HPSP, student PTOs and PSP) (note 3)	
10		Members (age 14 or older) of national youth organizations and their accompanying adult leaders (Junior AFROTC, Civil Air Patrol, Explorer Scouts, etc.) (note 4)	
11		Civilian employees of DoD contractors (note 5)	
12		Service Academy and Reserve Officer Training Corps (ROTC) cadets on official visits	
13		FAA and USAF air traffic control personnel	
14	Incentive	Active-duty USAF (notes 6, 7, and 8)	
15	Spouse	Spouses of active-duty USAF according to attachment 8	
16	Point-to-point flights	Other than members of Congress or their staffs	AETC/CC (note 2)

NOTES:

1. Approvals may not be delegated.
2. Inform AF/XOO, CC, and XO if approved.
3. Coordinate all medical officer program familiarization sorties with 19 AF/DOO. Professional staff physician (PSP) familiarization flights have the following restrictions:
 - 3.1. PSPs arrange own transportation to and from the appropriate supporting base.
 - 3.2. All orientation flight requirements must be accomplished before flight.
 - 3.3. Sorties may be flown single ship or two ship, T-37 or T-38.
 - 3.4. Each PSP will fly no more than once each fiscal year.
 - 3.5. Randolph AFB - 12 WG/CC may authorize up to four sorties a month for Wilford Hall PSPs.
 - 3.6. Laughlin AFB - 47 WG/CC may authorize up to two sorties a month for Wilford Hall PSPs (TDY).
 - 3.7. Columbus AFB - 14 WG/CC may authorize up to four sorties a month for Keesler Medical Center PSPs.
4. Nonjection-seat aircraft only.
5. This is not intended to allow all Government contractor employees to fly. The contractors must be performing work in direct support of the unit mission (aircrew training system and aircraft maintenance

contractors are the biggest categories) and request flights in writing, justifying operational benefits to the unit or mission.

6. FTW/CC may approve incentive flights for foreign nationals assigned to the 80 FTW/56 FW.

7. These are the flying and non-flying AETC organization pairings for T-37/T-38 flights:

Host Unit

12 FTW, Randolph AFB
14 FTW, Columbus AFB
47 FTW, Laughlin AFB
80 FTW, Sheppard AFB
64 FTW, Reese AFB

Supported Unit

AF Recruiting Service and AFMPC
81 TRW, Keesler AFB
37 TRW, Lackland AFB
82 TRW, Sheppard AFB
17 TRW, Goodfellow AFB

8. All AETC flying units will manage incentive flight numbers as part of their overall orientation flight program. Host flying unit wing commanders will negotiate with training wing commanders regarding incentive flight quotas.

1.9.3.7.5.3. Familiarization flights do not normally restrict a mission profile. The most pronounced difference between familiarization sorties and DV sorties is that the advantages to the unit or Air Force are primarily operational, as opposed to improvement of relations. The recipient of a familiarization ride should have the capability to use the experience in his or her work, with operational benefits to the unit, command, or US Air Force (USAF). Federal Aviation Administration (FAA) employees are authorized flights on USAF aircraft for the purpose of familiarization with the AETC mission (table 1.3 (Added)(AETC), line 13). AETC does not support the use of AETC aircraft for military personnel to attain civil-type flying certificates unless for official purposes. FAA civil-type flying certification using AETC aircraft must be approved by HQ AETC/DO.

1.9.3.7.5.4. AETC units flying aircraft without ejection seats may develop programs for spouse orientation flights; units flying aircraft with ejection-seats may develop spouse taxi orientation programs.

1.9.3.7.6. All AETC flying unit quarterly orientation flight totals must arrive at AU/XOO, 2 AF/ADO, or 19 AF/DOO by the 7th calendar day of January, April, July, and October for the preceding quarter. AU and 2 AF will send their information to 19 AF/DOO by the 10th calendar day of the same months for MAJCOM review. Categorize sorties as DV, familiarization, incentive, or spouse, and list the name of each sortie recipient, aircraft flown, and sortie duration. List medical officer sorties by course or category; for example, PSP, RAM. (**EXCEPTION:** Large orientation flight blocks may be listed as such; for example, five USAF Academy (USAF) cadets, five sorties, total 5.2 hours.)

1.9.3.7.6.1. The squadron commander (SQ/CC) (CAP-USAF/XO for CAP-USAF) will select only highly qualified IPs or aircraft commanders (ACs) to conduct orientation flights.

1.9.3.7.6.2. Orientation flight briefings will include applicable items in the generalized briefing guide at attachment 9 (Added)(AETC). The IP, AC, or a qualified crewmember participating in the flight will perform the briefing.

1.9.3.7.6.3. The following restrictions will be observed during orientation flights:

1.9.3.7.6.3.1. The IP or AC will fly the aircraft at all times while in the traffic pattern. Do not perform touch-and-go landings on any orientation sortie without AU/CC or NAF/CC approval. (**EXCEPTION:** FAA/USAF air traffic control (ATC) familiarization sorties.)

1.9.3.7.6.3.2. Family members will not fly any aircraft on which another family member is a primary crewmember.

1.9.3.7.6.3.3. The IP will occupy the front seat (left seat for T-37) for orientation flights in ejection-seat aircraft. The IP will occupy the right seat in the T-3. For all other aircraft, only rated officers qualified in that aircraft may occupy the pilot or copilot seats. Exceptions to this paragraph require AU/CC or NAF/CC approval.

1.9.3.7.6.3.4. Pregnant women will not fly in ejection-seat aircraft. They will not fly in any other aircraft without flight surgeon clearance.

1.9.3.7.6.3.5. Each passenger will complete the physiological and life support training for the intended flight profile. Nonrated personnel will have a medical review with a flight surgeon before flight in ejection-seat aircraft.

1.9.3.7.6.3.6. Passengers scheduled for flights will receive training prescribed in AETCI 11-301, *AETC Aircrew Life Support Program*.

1.9.3.7.6.3.7. IPs or qualified life support personnel must instruct egress training for flights in ejection-seat aircraft.

1.9.3.7.6.3.8. Fliers less than 18 years old must have parental written permission. Fliers more than 60 years old must have flight surgeon written permission if flying in aerobatic or ejection-seat aircraft.

1.9.3.7.9.1. (Added)(AETC) Requests for DV flights requiring HQ AETC or higher-level approval must be coordinated with the local public affairs office and sent to Current Operations (AU/XOO), 2 AF/ADO, or 19 AF/DOO with an information copy to Public Affairs (HQ AETC/PA). Requests should arrive at least 21 days before the proposed flight.

1.9.3.7.9.2. (Added)(AETC) Requests for familiarization flights requiring HQ AETC approval must be sent to AU/XOO, 2 AF/ADO, or 19 AF/DOO at least 14 days before the proposed flight.

1.9.3.7.10. (Added)(AETC) For information on ROTC flight orientation programs, see attachment 11.

1.10.1.8. HOSM offices will publish AF Form 1887, **Request and Authorization for Aeronautical Orders**, for these personnel. However, they will not enter these personnel into AFORMS. USAFA cadets enrolled in a flight screening program (FSP) will be listed as "SP," but will not be credited with flying time for purposes of operational flying duty accumulation (OFDA) or aviation career incentive pay (ACIP).

1.10.1.9. (Added)(AETC) Authorizations and restrictions are as follows:

1.10.1.9.1. OG/CCs may authorize an Air Force aircrew of another MAJCOM to fly as aircrew in the wing's assigned aircraft on a case-by-case basis if the aircrew is qualified and current.

1.10.1.9.2. Only aircrews assigned to AETC will fly as crewmembers on undergraduate flying training (UFT) student training missions. Aircrew members of other commands may fly technical training unit (TTU) or combat crew training squadron (CCTS) missions if part of a MAJCOM-to-MAJCOM agreement and approved by the OG/CC.

1.10.1.9.3. Once an individual starts any portion of a flying training course for a follow-on assignment in a dissimilar aircraft, that individual will no longer fly with UFT, pilot instructor training (PIT), TTU, or CCTS students. The instruction for aircrew members returning to their AETC wing while awaiting a follow-on class date is:

1.10.1.9.3.1. If time remaining on station is less than 1 month, the member will not fly.

1.10.1.9.3.2. If time remaining on station is greater than 1 month, aircrew may fly at the OG/CC's discretion. Pilots must fly with an IP.

1.10.1.9.4. The OG/CC may approve flying supervisors on FCF missions.

1.10.3. (Added)(AETC) Noncrewmember status on training missions. Personnel who are authorized to directly support AETC aircraft training missions, but who are not qualified in a crewmember position, will fly in unqualified noncrewmember status. Employees of simulator or academic contractors who wish to improve their skills through observation of actual missions are examples of personnel who may qualify for noncrewmember status. Flights by personnel in noncrewmember status will be made on a voluntary basis, at the request of the contractor, and incur no contractual expense to the government. They are authorized to sit in any vacant nonprimary crewmember seat during any phase of flight. Noncrewmembers will not occupy a primary crew position and are not authorized to take control of the aircraft at any time. Individuals in noncrewmember status will not log time on the AFTO 781.

1.10.3.1. (Added)(AETC) Noncrewmember personnel will be subject to medical examination and toxicological testing if involved in an aircraft mishap. Commanders will use discretion in determining when noncrewmember personnel are to be examined or tested. Noncrewmember personnel will also provide written statements and other information relating to the mishap as required by the mishap investigator. Noncrewmember statements are protected under the privileged, limited-use provisions of AFI 91-204, *Safety Investigations and Reports*. In no case will the US Air Force be charged or held liable for loss of productivity by noncrewmember personnel due to mission diversions, delays, or cancellations.

1.10.3.2. (Added)(AETC) Requests for personnel to fly in noncrewmember status will be initiated by the contractor or organization wishing to place employees on status, reviewed by the OG/CC or equivalent, and approved by the wing commander. The wing commander will sign and publish transportation authorizations (special orders) for noncrewmembers before their participation in flight operations.

1.10.3.3. (Added) (AETC) The OG/CC or equivalent will prepare and maintain current written procedures according to AFR 55-22, volume I, *Contractor's Flight and Group Operations*, paragraphs 3-1 and 3-14, applicable to the training requirements of personnel who fly in noncrewmember status. According to AFR 55-22, volume I, paragraphs 5-6 and 5-7, training requirements include but are not

limited to annual life support equipment training, annual egress training (except closed book examination), annual emergency equipment and procedures training, and valid FAA class II medical certificate for those flying in ejection-seat aircraft. Individuals flying in nonejection-seat aircraft must have a valid FAA class III medical certificate, as a minimum. Individuals more than 60 years old and all individuals flying in ejection-seat aircraft must be cleared by an Air Force flight surgeon, with such clearance valid no more than 120 days.

1.10.3.4. (Added)(AETC) Frequency of noncrewmember flights will be determined by the wing commander and stated in local training instructions.

1.13.6. AETC general officers flying single-seat aircraft and general officers in command of flying wings must comply with all requirements in AFI 11-401, *Flight Management*; AFI 11-408, *Aircrew Standardization/Evaluation Program Organization and Administration*; and 10-series multicommand instructions (design series AFI, if available) for their assigned primary aircraft.

1.13.6.1. (Added)(AETC) The AETC commander, vice commander, and director of operations may review flying training effectiveness, operational flying procedures, and aircrew performance by means of observation flights in all command aircraft. These general officers will maintain qualification with an AF Form 8 only in their assigned primary aircraft and must fly with an IP. The AETC commander, vice commander, and director of operations are authorized to log first pilot (FP) time only in their primary aircraft after completing qualification with an AF Form 8. They must long UP (obtaining initial qualification or requalification in weapon system) until completion of aircraft qualification. When observing in command aircraft other than their primary assigned aircraft, they are authorized to fly in a crew position with the following restrictions:

1.13.6.1.1. An IP must occupy a primary crew position with a full set of aircraft flight controls.

1.13.6.1.2. Passengers are not on the aircraft.

1.13.6.1.3. Must log OP time (senior evaluator in inactive status--grades colonel and above/pilot) in AFTO Form 781. **NOTE:** This flying time does not meet the requirements for HDIP. HQ AETC/DOVV is the focal point for the general officer/senior officer supervisory flying program.

1.21. (Added)(AETC) **Subordinate Unit Supplements.** Subordinate units may supplement this instruction, but supplements cannot be less restrictive. Send a copy of each supplement to 19 AF/DOO.

2.3.1. (Added)(AETC) Change aviation service code (ASC) by using computer-generated AO (RS-AO). Use AF Form 1887 only when unable to obtain a computer-generated AO. Review aircrew records for possible ASC changes when crewmembers report to a new duty station and immediately before they depart permanent change of station (PCS).

2.3.2. (Added)(AETC) Assign navigators attending the FSP to flying status code (FSC) "J." Assign them to FSC "U" on their class start date for pilot training.

2.3.3. (Added)(AETC) Assign nonrated aircrew students (no previous aviation rating) an ASC "9C" when they participate in the FSP.

2.4.1. First-assignment IPs (FAIP) will remain in ASC 1X status until award of IP status. The effective date in the memorandum awarding instructor status will be the effective date changing the FAIP's ASC from 1X to 1A.

2.6.4.4.1. (Added)(AETC) FSC "S" is a temporary status and will not be used for more than 90 days. (**EXCEPTION:** Duty not involving flying (DNIF) personnel: "S" status will terminate 365 days from the date placed on DNIF status or on the date returned to flying status, whichever comes first.) The HOSM office will notify the OG/CC, in writing, of individuals who have been in FSC "S" for 60 days. The OG/CC then has 30 days to make a determination according to AFI 11-401, paragraph 2.4. If the aircrew member cannot be returned to flying status or assigned to non-flying duties, the OG/CC will recommend flying evaluation board action to the wing commander or equivalent.

2.7.8. Submit OFDA waiver requests to NAF/DO no later than 15 December each year.

2.11.4. If assigned to AETC, nonrated aerospace physiologists (DAFSC 43AX) may fly two sorties per fiscal year, and aerospace physiology technicians (AFSC 4M0X1) who are platform instructors may fly one sortie per fiscal year in ejection-seat aircraft. OG/CCs may fly aerospace physiologists who instruct aircrew attention awareness management programs more often. Flight profiles for these sorties are unrestricted and will emphasize awareness of G-forces, spatial disorientation, visual illusions, and situational awareness. HOSMs will publish AF Forms 1887 for these individuals each year. They are not entitled to HDIP, nor will units submit them under the operational support man-year program. OG/CCs may fly inactive rated aerospace physiologists on familiarization sorties.

2.11.5. Publish AO using AF Form 1887. Do not enter these individuals into AFORMS.

2.13.3.4. (Added)(AETC) **Changes to Rated Position Identifiers (RPI) 6 and 8.** All requests for changes to RPI 6 and 8 positions must be coordinated through Flying Support (HQ AETC/DOV) to HQ AETC/XPM for approval.

2.14. When assigning FSC "K" to RPI 6 or 8, supervisors will provide written notification to the HOSM. This notification will serve as source documentation for subsequent AO publication. HOSMs will send an information copy of the notification to OG/CC and NAF/DO and maintain the original in the member's flight record folder (FRF) for as long as the member remains in FSC "K." Supervisors will reevaluate the status of individuals placed in FSC "K" every 180 days.

2.15.1. Forward requests for indoctrination flying, with supporting rationale, through appropriate channels to HQ AETC/DOV for AETC/CC approval.

2.15.3. Train indoctrination flyers according to appropriate 10-series multicommand publications.

2.15.3.1. (Added)(AETC) All indoctrination fliers will occupy the rear/right cockpit seat (left seat in the T-3) and fly with an IP. Senior officer indoctrination fliers (colonel and above) may occupy the front/left cockpit seat as long as a fully qualified IP occupies the rear/right cockpit seat. (Not applicable during critical phases of flight with passengers on board.)

2.15.3.2. (Added)(AETC) Before flight, all indoctrination fliers will complete orientation flight life support training according to AETCI 11-301, bold face critical action procedures test (if applicable), and

situation emergency procedures training with an IP as established in the applicable 10-series multicommand publications.

2.15.5. Indoctrination flyers will log OP/ON (colonel and above) or XP/XN (lieutenant colonel and below) flight authorization duty codes on the AFTO Form 781. Do not credit flight time for OFDA, ACIP, or HDIP eligibility.

2.15.6. (Added)(AETC) Units will report indoctrination flying according to AETCR 51-6, *Resource Management*.

2.16. The OG/CC will designate the senior 1C0X2 as chief, HOSM. The HOSM office will monitor 1C0X2 manning and be the wing point of contact for the HQ AETC functional manager. HOSM offices will forward a copy of the designating memorandum to the operations support branch (HQ AETC/XOSO).

2.16.1. The 12 FTW publishes AO pertaining to students enrolled in the FSP according to the basic instruction, AFI 37-128, *Administrative Orders*, and AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*. Maintain a record copy according to AFI 37-128 and AFMAN 37-139, *Records Disposition Schedule*.

2.16.2.1. (Added)(AETC) The unit HOSM will maintain a record folder for each noncrewmember. Included in this folder are a completed copy of noncrewmember authorization to fly, medical certification as required, and certification of training and qualifications as required by the noncrewmembers employer procedures. Also include certification of physiological training and altitude chamber when required and certification of applicable life-support, egress, and survival training required by the noncrewmember employer procedures. **NOTE:** Noncrewmember files will not be maintained in the AFORMS database.

2.16.3.1. Squadrons and HOSM offices will establish procedures with the servicing flight medical facility to confirm daily changes in the medical status of assigned and attached aircrews.

2.16.3.2. Do not enter students enrolled in the FSP into AFORMS.

2.16.5. (Added)(AETC) The 12 FTW submits all military pay order (MPO) actions to the finance office as soon as non-rated members meet the minimum flight time requirements of the DoD Pay Manual. Maintain verification of hours flown on file with a copy of the MPO. The 98 FTS/DOO submits all MPO actions for parachutists at USAFA. Maintain a copy of all MPOs, Joint Uniform Military Pay System (JUMPS) transaction inputs, and AF Forms 1373, **MPO Document Control Log -Transmittal**, on file.

2.17. Wings will form a 1C0X2 training committee chaired by the chief, HOSM. Committee members will be squadron operations system management (SOSM) noncommissioned-officers-in-charge or designated representatives. The training committee will establish and document a comprehensive training program for 1C0X2 personnel. (**NOTE:** HOSM will review training waiver requests and make recommendations before routing them to the MAJCOM functional manager.)

3.1. Maintain flight records at the support bases listed in table 3.1 (Added)(AETC).

Table 3.1. (Added)(AETC) FRF Maintenance Locations.		
LINE	A	B
	Location of Air Force Flying Personnel	Support Base
1	ROTC/Recruiting Service/CAP-USAF	Nearest AF installation with FRF capability
2	Ft Rucker AAF AL	Maxwell AFB AL
3	Lackland AFB TX	Kelly AFB TX
4	Hondo TX	Randolph AFB TX
5	Goodfellow AFB TX	Dyess AFB TX
6	USAFA CO	Peterson AFB CO
7	Corpus Christi Naval Air Station TX	Randolph AFB TX
8	Pensacola Naval Air Station FL	Corry Station FL
9	Whiting Naval Air Station FL	Corry Station FL

3.1.2.1. Upon completion of UFT student training, HOSM offices will file AETC Form 240-5, **Summary Record of Training**, or TMS equivalent product, and other related source documents on the right side of the FRF and update student time in AFORMS.

3.1.2.2.1. The HOSM office will inprocess TDY aircrew members into AFORMS providing files were forwarded to the TDY location, and the aircrew member is scheduled to fly more than 20 sorties. (**EXCEPTION:** All banked pilots returning for requalification training will be inprocessed into AFORMS.)

3.1.4.5. (Added)(AETC) HOSM offices will not release the FRF to individuals in a suspended status (ASC 04).

3.2.1. Parachutists and pararescue personnel who are on an aircraft to make a proficiency jump will not log flight time. (**EXCEPTION:** Parachutists may log flight time while performing jumpmaster-directed duties.

3.2.3. (Added)(AETC) Air Force students attending joint fixed-wing training at Corpus Christi Naval Air Station, Whiting Naval Air Station, and Pensacola Naval Air Station may document their flight time on AF Form 3520, **Aircrew/Mission Flight Data**. Forward the completed AF Form 3520 to the HOSM office maintaining the student's FRF. HOSM offices awarding the basic rating will update AFORMS and total student time. (**NOTE:** Instructor's flight time will be electronically transferred from the Navy Flight Records system to AFORMS.)

3.3. The category includes all multitask trainers (MTT), operational flight trainers (OFT), weapon systems trainers (WST), and part-task trainers (PTT) except the celestial training device and the special function trainer.

3.3.1.2. When required by 11-series multicommand publications, two navigators may log primary time in the HC/MC-130 and C-141 while flying tactical events. Crew chiefs and operational support flyers will log primary time when they are part of the normal crew complement performing required duties. Other crew positions (flight engineers, loadmasters, etc.) will log primary time when it is part of the crew composition defined in the applicable multicommand publications.

3.3.3. Instructors performing duties while instructing will log instructor time. When an instructor is demonstrating a maneuver, the qualified pilot in the other seat will log secondary time.

3.3.3.2. On an initial or requalification evaluation, the instructor or evaluator examinees will log time in the crew position in which they are currently qualified. Log instructor or examiner flight time when performing duties as an instructor or examiner and designated as an "I" or "E" on appropriate flight authorizations.

3.3.3.3. Simulator-only instructors operating the console or instructing students in a PTT, OFT, WST, or FRASCA 242 simulator may log the time as instructor time on the AFTO Form 781.

3.3.4. Examiners authorized to evaluate on aircraft in which they are not qualified will use aircrew certification code "X" (for example, XP, XN, etc.) and log "other" flight time. Evaluators in the grades of colonel and above will use aircrew certification code "O" (for example, OP, ON, etc.).

3.3.5. Pilots may log "other" flight time to accomplish flight qualification lesson plans, currency, or evaluations. Augmenting crewmembers will log "other" flight time. No more than two pilots may log "other" flight time simultaneously unless they are scheduled to accomplish flight qualification lesson plans, currency, or evaluations.

3.4.3. Do not log primary simulated instrument time while flying with a student or trainee not qualified in the aircraft. (**EXCEPTIONS:** Airlift and tanker aircraft, synthetic trainers, and instrument flight simulators.)

3.6. When personnel are on leave status, do not place their names on the flight authorization, allow them to perform aircrew or operational support duties, or annotate their flying time on AFTO Form 781.

4.2.3. Training requirements for personnel attached for flying at a geographically separate location will be monitored and tracked by the unit providing the training. HOSMs with attached flyers will issue a user ID or password to SOSM where member flies. Procedures will be outlined in a memorandum of agreement. SOSMs with attached flyers should be issued a user ID or password from the HOSM to update flight records.

4.2.7.3.2. AETC fighter aircrews will use "mission support" instead of "mission capable."

4.4.2. Send requests for exception to NAF/DO for approval.

4.4.5.1. All units will use AFORMS to track aircrew continuation and ground training. Log continuation training requirements on AETC Forms 363A, **T-37 Training Events**; 363B, **T-38 Training Events**; AF Form 3526, **AFORMS OMR Event Accomplishment Report**, or a locally developed form approved by NAF/DO, as appropriate. To provide squadron and wing supervisors with accurate and current flying training products, individuals will accomplish the appropriate form each time they fly. File completed forms in one location. If individuals fail to meet their training requirements, maintain these forms until completing AFI 11-401 action.

Table 4.2, Note 4. The flight surgeon's assigned or attached operational unit notifies the command surgeon when time between flights exceeds 60 days.

4.8.2. Flight surgeons assigned to AETC position numbers will be attached to their host AETC wings and will complete at least half their flying requirements in that wing's aircraft.

4.9. (Added)(AETC) **Governing Publications.** HQ AETC/XOT develops and updates command aircrew training directives for T-1, T-3, T-37, T-38, and T-43 aircraft. CAP-USAF aircraft operations are governed by CAP-USAF guidance. Other AETC aircraft operations are governed by 51- and 11-series multicommand publications. HQ AETC/XOT will standardize and distribute all additional and continuation training event identifiers that correspond to common AETC requirements for each aircraft system.

4.10. (Added)(AETC) **Tracking Ancillary Training.** Only aircrew-specific ancillary training will be tracked in AFORMS.

5.1.1. Aircrew members maintaining multiple qualification will complete qualification training according to applicable formal training course syllabuses, 10-series MCRs, or CAP-USAF guidance. One rated physiological training officer per flying training wing, occupying an appropriate RPI and flying activity category (FAC) position, may maintain aircraft qualification. OG/CC may provide other rated physiological training officers periodic flights in other assigned wing aircraft.

5.1.2.1. (Added)(AETC) Credit formal end-of-course examinations toward annual written examination requirements if they are administered as part of a formal syllabus and the examinee attains a minimum score of 85 percent. Examinees who do not receive a passing score of 85 percent will be required to complete the unit's "open" and "closed" book examinations.

5.1.2.2. (Added)(AETC) CH/MH/TH-53A/J written qualification examinations may be combined.

5.1.2.3. (Added)(AETC) Personnel in the following crew positions may take a combined qualification/tactical examination: navigator, electronic warfare officer (EWO), fire control officer, fixed-wing flight engineer, loadmaster, aerial gunner, sensor operator, and communication systems operator.

5.1.2.4. (Added)(AETC) Requirements for all composite, mission, and instructor flight evaluations are defined in AFI 11-408. CAP-USAF flight evaluations are defined in CAP-USAF guidance.

5.1.3. Helicopter mechanics (AFSC 457X1 without an "A" prefix) who receive hazardous duty pay for maintenance test flights only are not considered crewmembers.

5.1.4. Flight surgeons will accomplish initial and annual testing. The due date for annual testing will be the last day of their birth month; the eligibility zone starts 5 months before the due date. Flight surgeons who fly in ejection-seat aircraft will maintain the same ejection-seat training currency as aircrew who fly that type aircraft.

5.2. The instrument refresher course (IRC) will consist of 6 hours of classroom instruction and must be taken by all crewmembers occupying a position with flight instruments. Pilots on active flying status only require 4 hours of classroom instruction, provided they receive 2 hours of an instrument refresher profile in a simulator. The advanced instrument school (AIS) course meets all IRC requirements and may be credited to those who graduate during their eligibility period. For pilots who graduate AIS outside this window, the OG/CC may waive the eligibility period restriction for IRC on a case-by-case basis. Those

who fail the written examination must attend the full course again. CAP-USAF pilots who are unable to attend IRC must complete the applicable requirements of AFMAN 11-210, volume 2, *Pilot's Written Instrument Examination*, before taking the written examination. Additional information on the IRC program may be found in AFMAN 11-210, volume 1, *Instrument Refresher Course (IRC) Program Guide*.

5.2.3. (Added)(AETC) Additional AETC suggested IRC topics to those listed in AFMAN 11-210, volume 1, are global positioning system approaches and nondirectional beacon approaches. OG/CCs will ensure the following topics are included in IRC or an equivalent program:

5.2.3.1. The effects of spatial disorientation (G-awareness training relating to spatial disorientation or situational awareness may be addressed in spatial disorientation section for appropriate aircraft).

5.2.3.2. Wake turbulence.

5.2.3.3. Transitioning from an instrument approach to the visual environment.

5.2.3.4. Aircraft surge launch and recovery procedures, where applicable.

5.2.3.5. Thunderstorm or heavy weather avoidance.

5.2.4. (Added)(AETC) CAP-USAF/XOV with liaison region DOs will prepare and update the written instrument examination.

5.4.1. Complete all qualification flight evaluations for mission-capable and mission-ready T-43 navigators in the T-43 aircraft. (**EXCEPTIONS:** Units will conduct the initial "first navigator" (FN) evaluation in the T-45 simulator and may conduct mission ready (MR) qualification evaluations in the T-45 simulator with 19 AF/DOV approval.)

5.4.3. The following instructions apply to the system refresher course (SRC):

5.4.3.1. Use the aircraft-specific navigator qualification examination for the required examination.

5.4.3.2. The SRC is a prerequisite to the qualification flight evaluation for navigators who maintain currency according to the appropriate 10-series multicommand publications. Individuals who complete initial qualification training during their eligibility period do not have to accomplish SRC; enter the date of ground school completion on the AF Form 8, **Certificate of Aircrew Qualification**, rather than the SRC completion date.

5.5. Pilots from other nations undergoing initial qualification must complete IRC and the instrument examination before completing instructor qualification.

5.5.2. Refer to appropriate 10-series multicommand publications and AFI 11-408 for a description of the no-notice program. Aircrews may credit a no-notice evaluation toward the recurring requirement if they complete all of the evaluation requirements within 60 days following the flight evaluation.

5.5.3. (Added)(AETC) The following eligibility periods apply for composite (combined instrument/qualification) and instructor evaluations:

5.5.3.1. Composite and instructor--the 6-month period ending on the last day of the 17th month following the individual's previous evaluation month.

5.5.3.2. UFT, FSP, and PIT IPs may complete an instructor flight evaluation at OG/CC request during their first 6-month period as an instructor, ending on the last day of the 7th month of IP qualification. Thereafter, these IPs will follow the above evaluation schedule. IP flight checks may evaluate any training phase the IP is qualified to instruct.

5.5.3.3. T-43 pilots will fly a periodic mission evaluation in lieu of an instructor evaluation. The mission evaluation will occur during a student navigator training sortie and will assess the pilot's crew coordination, flying proficiency, and overall ability to effectively support the student navigator training operation. Evaluation zones for the mission evaluation are the same as the instructor evaluation covered in paragraph 5.5.3.1, this supplement. T-43 IPs will demonstrate instructional ability during the composite flight evaluation.

5.5.3.4. IPs serving consecutive AETC tours in the same aircraft at different bases will continue the cycles established at the previous base.

5.8. Complete the written examinations and instrument or systems courses during the eligibility periods described in paragraph 5.5.3, this supplement. Pilots qualified in more than one aircraft complete the IRC once each cycle during the eligibility period for the aircraft in which the highest qualification level is maintained or most hours are accumulated if qualification levels are identical. Pilots qualified in more than one aircraft with similar flight characteristics may complete the instrument flight evaluation in any of these aircraft. For the purposes of this paragraph, the following aircraft have similar flight characteristics: T-38A/B, F-15A/B/C/D, F-16A/B/C/D, C-12C/D/F, KC-135A/E/R, HC-130N/P, MC-130E/H, and all helicopter aircraft. Pilots qualified in multiple aircraft other than these specific models will accomplish a composite evaluation in all aircraft in which they maintain qualification.

5.8.1. (Added)(AETC) HQ AETC/DO must approve all requests for multiple aircraft qualification in AETC aircraft. Wing CCs may select primary and secondary aircraft types for senior leaders with final approval by appropriate NAF/CC. A copy of the approved memorandum designating primary and secondary aircraft will be filed in both the individual's FEF and FRF.

5.8.2. (Added)(AETC) Pilots authorized to fly aircraft not considered similar will review flight characteristics and procedures before each flight.

5.10.4. (Added)(AETC) The Air Force does not accept original physiological training performed by the Navy. Students receiving original physiological training as part of the aviation preflight indoctrination (API) program at Pensacola Naval Air Station FL will not have an AF Form 702 and will require additional physiological training before flying in Air Force aircraft.

5.13. This provision includes tactical and mission evaluations.

6.2.2.1. The 19 AF/DOV supervises the command standardization and evaluation program outlined in AFI 11-408.

6.5. Use AF Form 8 for all flight, trainer, and simulator evaluations.

6.5.1. (Added)(AETC) Document all simulator checks under the flight phase.

7.1. The 11-series multicommand publications and CAP-USAF guidance detail crew rest and flight duty limitations for aircrews assigned to airlift, tanker, and CAP-USAF aircraft, respectively.

7.4.3. A T-3, T-37, or T-38 augmented aircrew is two qualified pilots (excluding PIT students) flying together. A T-1, C-12, or C-21 augmented crew is three qualified pilots or two IPs and a student. The required number of pilots for all other augmented crews is in CAP-USAF guidance or the 11-series multicommand publications publication for the specific CAP-USAF aircraft.

7.4.6.1. Refer to the applicable 11-series multicommand publications for exceptions to loadmaster flight duty periods and crew rest.

7.4.8. (Added)(AETC) **Dual.** A flight with two rated pilots or an IP with a student on an instructional flight.

7.4.9. (Added)(AETC) **Instructional Flight.** A flight with a student enrolled in a formal course of training or a required training flight with an IP.

7.4.10. (Added)(AETC) **Solo.** A pilot flying alone or with a passenger.

7.4.11. (Added)(AETC) **Daylight.** The period between official sunrise and official sunset.

7.4.12. (Added)(AETC) **Extended Daylight.** The periods 15 minutes before official sunrise and 15 minutes after official sunset. Extended daylight time is counted as daylight for the purpose of calculating maximum flying time.

7.5.1. (Added)(AETC) Aircrews will not be scheduled for more than 96 hours of continuous alert duty. (**EXCEPTION:** 58 SOW HC-130 aircrews may be scheduled for 125 hours of continuous alert duty.)

7.5.2. (Added)(AETC) The initial flight duty period for alert crews is a maximum of 12 hours and begins with the first squadron duty, alert changeover briefing, or ANG civilian work, whichever occurs first. After obtaining crew rest, subsequent flight duty periods begin with any official tasking and will not exceed 12 hours. The 58 SOW alert aircrews comply with operational crew duty time limits prescribed in 11-series multicommand publications.

7.5.3. (Added)(AETC) While on alert, fixed wing aircrews are limited to three sorties during any flight duty period. No day/night sortie combination limit applies to aircrews on alert. The 58 OG/CC will determine sortie limit for 58 SOW aircrews conducting search and rescue or disaster relief operations.

7.6. Aircrews are personally responsible for using the 12-hour crew rest period to obtain 8 hours of uninterrupted rest in an environment conducive to rest.

7.8.1. AETC crews will use the maximum flight duty period limits in table 7.1, basic instruction. The maximum flying time limits during those periods are listed in table 7.2 (Added)(AETC), this supplement.

7.9.4.3. Individuals on active flying status will not donate blood except in emergencies or unusual circumstances.

7.9.4.5. (Added)(AETC) Aircrew members will not fly while taking prescribed or over-the-counter medications unless a medical waiver has been granted, member has been otherwise cleared by a flight surgeon, or the medication and its use is included in AFI 48-123, *Medical Examination and Standards*, paragraph A6.30.

Table 7.2. (Added)(AETC) Maximum Flying Times.				
L I N E	A	B	C	D
	Aircraft	Flying Time During Flight Duty Period	Flying Hours Per 7 Consecutive Days	Flying Hours Per 30 Consecutive Days
1	T-37/T-38 (notes 1 and 2)	total, 6.5 hours; instructional flight, 4.5 hours; FCF, 5.0 hours	30 (note 3)	75 (note 3)
2	T-3 (note 2)	dual/total 8 hours; instructional/solo, 5 hours; dual/solo ferry flights, 8 hours		
3	T-43 (note 2)	basic crew without autopilot: 10 hours, (6 hours actual weather); basic crew with autopilot, 12 hours, (10 hours actual weather)	50	125
4	T-1 (notes 2 and 4)	total, 8 hours instructional flight, 6.5 hours	45 (note 3)	90 (note 3)
5	F-15/F-16 (notes 2 and 5)	total, 8 hours; instructional flight, 5 hours	30 (note 3)	75 (note 3)
6	C-141/C-5 (note 2)	total, 12 hours (note 6)	50 (note 3)	125
7	K/C-135 (note 2)	total, 12 hours (notes 6 and 7)		
8	MH/HH-53 (note 2)	total, 14 hours (12 hours without an operative AFCS); augmented crew, 18 hours; instructional, 12 hours		
9	MH/HH-60 (note 2)	total, 14 hours (12 hours without an operative AFCS); augmented crew, 16 hours; instructional, 12 hours		
10	H-1	total, 12 hours		
11	MC/HC-130 (notes 2 and 7)	total, 16 hours; tactical/FCF/in-operative autopilot, 12 hours		
12	C-12/C-21 (note 2)	total, 12 hours (note 6)		

NOTES:

1. The maximum flying time and simulator time during flight duty period is 6.5 total hours, but the last 1.5 hours cannot be flown as an instructor on a student flight. Aircrews may fly any combination if they do not exceed the respective maximums. Waiver authority is NAF/CC.
2. For single-seat fighters, if any flying is done at night, the maximum flight duty period is 10 hours (12 hours for dual-seat fighters with two qualified pilots on board). Limit fighter aircrews to two sorties per flight duty period if either sortie is flown at night. Otherwise, limit fighter aircrews to three sorties per flight duty period. Limit all trainer, airlift, and tanker aircrews to three sorties per flight duty period, of

which only two may be at night. Shortened sortie lengths may occur due to weather, maintenance, or the ROTC cadet flight program, and, with OG/CC approval, aircrews may fly a maximum of four sorties. The 58 SOW OG/CC will specify the maximum daily sortie limit for 58 SOW aircrews.

3. The OG/CC (3 FTS/CC or 557 FTS/CC for enhanced flight screening program) may waive the 7-day maximums on a case-by-case basis. For weapons systems for which the 30-day maximum time is less than 125 hours, supervisors may also waive the 30-day maximums (up to 125 hours).

4. The maximum flying time and simulator time during the flight duty period is 8 total hours, the last 1.5 of which cannot be flown as an instructor on an instructional flight. Aircrews may fly any combination if they do not exceed the respective maximums.

5. Maximum flying time for fighter aircrews is 200 hours per calendar quarter.

6. See 11-series publications for operational and continuation training missions.

7. For MC/HC-130 operations, the basic flight duty period for an augmented crew is 20 hours. Aircrews may fly tactical events and inflight refueling for the first 18 hours and FCFs or autopilot inoperative for 16 hours

7.9.5. (Added)(AETC) UFT instructors will not fly a night instructional sortie as the third flight or flight-related activity (runway supervisory unit [RSU], supervisor of flying [SOF], or simulator) of the duty day. OG/CCs may waive this restriction on a case-by-case basis. IPs will not fly with students nor act as pilot in command between sunset and sunrise until they have completed the local night checkout.

7.10.1. The AU/CC or NAF/CC may waive maximum flight duty and minimum crew rest periods on a case-by-case basis.

7.11. (Added)(AETC) AETC Forms 30, 70, 76, 76A, 327, 345, 363A, and 363B.

Table 7.1, Note 3. (Added)(AETC) (Applies to Fighter, Attack, or Reconnaissance (Dual Control) [line 2] and Trainer [line 9].) For the F-15, F-16, T-37, and T-38, do not use augmented aircrew tables.

Table 7.1, Note 4. (Added)(AETC) (Applies to Transport [line 5] and Tanker [line 7]). Transition flight duty period for practicing takeoffs, emergency procedures, low approaches, or touch-and-go landings is 12 hours for all dual controlled aircraft. (**EXCEPTION:** With OG/CC approval, the transition flight duty period for flight evaluations may be extended to 14 hours for KC-135, C-141, and C-5 aircraft.)

Attachment 1, *Sortie*--An operational flight by one aircraft. A sortie begins when the aircraft becomes airborne. It ends when the aircraft returns to the surface and one of the following occurs:

- The engines are stopped.
- The aircraft is on the surface for 5 minutes.
- A change is made that either adds or deplanes a crewmember. (**NOTE:** Stop-and-goes on the runway or full stop taxi back to takeoff do not drive another sortie if no maintenance or servicing occurs.)

A2.4. AFTO Form 781 extracts will be processed according to AFM 171-190, volume III, *Deployment/Relocation Module File Query*, and *Office Procedures Users Manual*, paragraph 14-17a, and this paragraph. Aircrew members may have the SOSM at the attached site fax a certified true extract

to their home base HOSM within 5 workdays. This fax will suffice as the source document for AFORMS data input.

Table A2.1:

<i>Item</i>	<i>Enter</i>
6	Leave blank.
7	Enter the appropriate mission symbol from table A2.2., this supplement.
8	The current AETC program allocation publishes program element identifier (PEID) codes. The flight management officer must ensure PEID codes are available to all assigned crewmembers; for example, in the inflight guide.
16	(T-38 only) The appropriate mission identifier code, as follows: A -- basic instrument B -- advanced instrument C -- contact/basic or advanced/aerial combat D -- basic or tactical formation E -- cross-country, out-and-back, and low-level navigation F -- FCF
17	Leave blank.
21	The highest duty position the aircrew is authorized to perform on that mission, not to exceed the level of certification.
33	(Maintenance personnel). Initial indicating they reviewed the form and entered the information into the Core Automated Maintenance System (CAMS).

Table A2.2. AETC training aircrews will use the following mission symbols. Support aircrews (for example, 322 Airlift Flight and 36 Rescue Flight) log mission symbols according to the basic instruction, attachment 2.

Type Mission	Symbol	Type Mission	Symbol
UFT:		Recent UFT fighter track graduates awaiting follow-on training	T1U
Aviation Leadership Program Course (P-V4A-E)	T1A	AFI 11-408, <i>Aircrew Standardization/Evaluation Program</i> , sorties (for example, AF Form 8 evaluations)	T1V
Syllabus-directed support sorties*	T1B	RSU/weather ship	T1W
UPT/SUPT (USAF)(P-V4A-A/B)	T1C	Emergency/higher headquarters directed sorties/static display and flyby sorties (higher-headquarters-tasked)	T1X
UPT (international)(P-V4A-B)	T1D	EP proficiency flights	T1Z
EFSP (S-V8A-E)	T1F	Maintenance Support Sorties	
PIT (USAF)(F-V5A-A/B/F/T)	T1G	Maintenance/logistic support (for example, Queen Bee deliveries)	O3C
PIT (International) (F-V5A-A/B)	T1H	Aircraft FCFs/simulator maintenance test flights	O8C
ESATP (S-V8A-D)	T1J	Airlift TTU:	
Fixed-wing qualification (F-V5A-Q)	T1K	Student Training Sorties	
Miscellaneous other formal courses of training; for example, T-43 pilot initial qualification (F-V5A-H)	T1L	Student local syllabus sortie	T2A
ENJJPT PIT (F-V5N-A/B)	T1M	Student airdrop sortie	T2C
Medical officer flight familiarization (S-V8E-A)	T1N	Student aerial refueling sortie	T2R
Joint undergraduate navigator training (JUNT) (J-NA-AT)(N-NA-AT)	T1O	Continuation Training Sorties	
SUNT (N-V6A-B) (All)	T1O	51-series continuation training sorties. Includes 97 AMW pilot currency, overwater currency, and pilot/navigator airdrop currency sorties	T3A
Instructor training school (ITS) (B-V7D-E)	T1O	97 AMW pilot/nav aerial refueling sortie	T3C
Interservice undergraduate navigator training (IUNT) (N-V6A-N) (All)	T1O	Mission Support Sorties	
Marine air navigation school (MANS) (USMC Course 051)	T1O	Aircrew evaluation sorties and sorties directed by 97 AMW or higher headquarters; includes static displays, etc.	T3E
Banked pilot requalification course (F-V5A-J)	T1P	Maintenance Support Sorties	
ENJJPT (P-V4A-N)	T1Q	Depot input	O3A
Continuation Training Sorties		Aircraft FCF maintenance test flights	O8A
AETCI 36-2211 continuation training sorties	T3C	AMC missions under the operational control of HQ AMC/TACC	See mission directive
Non-syllabus directed support sorties	T3D	KC-135 Combat Crew Training School (CCTS):	
Medical (flight surgeon) sorties	T3F	Student Training Sorties	
Static display, and flyby sorties (nonhigher-headquarters-tasked)	T3S	Combat crew training	T2A
Instructor pilot cross country	T3X	Continuation Training Sorties	
Proficiency pilot continuation training	T3Y	Flights to accomplish 51-series continuation training requirements	T3A
Mission Support Sorties		Mission Support Sorties	
Incentive/orientation flight	T1E	Mission support sorties, for example, aircrew evaluation sorties, static displays, orientation sorties	T3M
AETCI 36-2211 mission qualification training (MQT) sorties	T1I		
AFROTC/USAF flights	T1R		
T-37 spin sorties/T-38 stall sorties	T1S		

Type Mission	Symbol
Maintenance Support Sorties	
Depot inputs	O3A
Aircraft FCF maintenance test flights	O8A
Special Operations (SOW):	
Student Training Sorties	
MC-130H trainee syllabus sorties	T2O
HC-130H/P trainee syllabus sorties	T2A
Rotary wing student syllabus sorties	T2H
Instructor syllabus sorties	T2T
Continuation Training Sorties	
51-series continuation training sortie requirements includes sorties flown during an exercise	T3A
Mission Support Sorties	
Higher headquarters-directed support	T3C
Deploy/redeploy to/from exercises, etc.	T3D
Evaluations, host base/58 SOW support (aircraft recovery, investigation team movement, etc.)	T3S
Unscheduled search and rescue	T3U
Scheduled search and rescue exercises	T3X
Maintenance Support Sorties	
Depot inputs	O3A
Aircraft FCF maintenance test flights	O8A
Fighter FTU and Introduction to Fighter Fundamentals (IFF):	
Student Training Sorties	
Student sorties	T2O
Direct support sorties	T2D

Type Mission	Symbol
ENJJPT IFF instructor upgrade	T2I
Initial qualification training	T3E
Mission qualification training	T3F
Instructor upgrade	T3U
Continuation Training Sorties	
51-series requirements sorties, mobility/air defense exercise (ADX) sorties, Air Force weapons school, basic fighter maneuvering (BFM), larger force exercise (LFE) workups, Flag exercise sorties, etc.	T3G
Cross-country	T3X
Instrument/proficiency	T3P
Mission Support Sorties	
ENJJPT IFF orientation/incentive flights	T3Q
Instructor evaluation flights, deployments to and from exercises, higher-headquarters-tasking sorties, etc.	T3Q
Noneffective sorties	
Noneffective, maintenance	T2/3M
Indirect support	T2/3N
Noneffective, range availability	T2/3R
Noneffective, student progress	T2/3S
Noneffective, air traffic control delay	T2/3T
Noneffective, weather	T2/3W
Noneffective, other	T2/3Z
Maintenance Support Sorties	
Depot inputs	O3A
Aircraft FCF maintenance test flights	O8A
ENJJPT depot level/FCF flights	O8O

A5.1. At undergraduate pilot training (UPT), specialized undergraduate pilot training (SUPT), JUNT/SUNT, CCTS, 3 Fighter Training Squadron, 557 Fighter Training Squadron, and PIT, the squadron maintains the FEF. At ENJJPT, the group standardization and evaluation division maintains the FEF.

A5.2.1. Include the following in AETC FEFs:

A5.2.1.1. Letters of attachment.

A5.2.1.2. Multiple currency memorandum, if appropriate.

A5.2.2. For UPT and SUPT graduates remaining in AETC, include the following forms in the FEFs until the individuals return from PIT:

A5.2.2.1. AETC Form 240-5.

A5.2.2.2. AETC Form 1122, **Summary Performance Report.**

A5.2.2.3. S/UPT phase III grade sheets.

A5.2.3. (Added)(AETC) Retain all AF Forms 8.

RICHARD C. MARR, Maj Gen, USAF
Director of Operations

★8 Attachments (Added)(AETC)

7. Glossary of References, Abbreviations, and Acronyms
8. Spouse Flight and Taxi Orientation Programs
9. Orientation Flight Generalized Passenger Briefing Guide
10. Sample AETC Form 327
11. ROTC Flight Orientation Program
12. IC 97-1
13. IC 97-2
- ★14. IC 97-3

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS (ADDED)(AETC)

References

DoD Regulation 4515.13-R, *Air Transportation Eligibility*

AFI 11-206, *General Flight Rules* (and its AETC Sup 1)

AFI 11-401, *Flight Management* (and its AETC Sup 1)

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 11-408, *Aircrew Standardization/Evaluation Program Organization and Administration*

AFI 36-2011, *Air Force Reserve Officer Training Corps*

AFI 37-128, *Administrative Orders*

AFI 48-123, *Medical Examination and Standards*30.

AFR 55-22, volume 1, *Contracter's Flight and Group Operations*

AFI 91-204, *Safety Investigations and Reports*

AETCI 11-301, *Aircrew Life Support Program*

AETCR 51-6, *Resource Management*

AFM 171-190, volume III, *Air Force Operations Resource Management System (AFORMS): A002/AQ Deployment/Relocation Module, File Query, and Office Procedures Users Manual*

AFMAN 11-210, volume 1, *Instrument Refresher Course (IRC) Program Guide*

AFMAN 11-210, volume 2, *Pilot's Written Instrument Examination*

AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

ABW	air base wing
AC	aircraft commander
ACC	Air Combat Command
ACIP	aviation career incentive pay
ACM	additional crewmembers
AFORMS	Air Force Operations Resource Management System
AFROTC	Air Force Reserve Officer Training Corps
AIS	advanced instrument school
AFSOC	Air Force Special Operations Command
AMC	Air Mobility Command
AMPS	Aerospace Medicine Primary School
ANG	Air National Guard
AO	aeronautical order
API	aviation preflight indoctrination
ASC	aviation service code

ATC	air traffic control
AU	Air University
CAMS	CORE Automated Maintenance System
CAP-USAF	Civil Air Patrol-United States Air Force
CCTS	combat crew training squadron
CIR	command interest report
CV	vice commander
DME	distance measuring equipment
DNIF	duty not involving flying
DV	distinguished visitor
ENJJPT	Euro-NATO Joint Jet Pilot Training
EP	evaluator pilot
EWO	electronic warfare officer
FAA	Federal Aviation Administration
FAC	flying activity category
FAIP	first assignment instructor pilot
FCF	functional check flight
FCIF	flight crew information file
FL	flight level
FN	first navigator
FP	first pilot
FSC	flying status code
FSP	flight screening program
FTW	flying training wing
HDIP	hazardous duty incentive pay
HPSP	Health Professions Scholarship Program
HOSM	host operations resource management
IEP	Instructor Enrichment Program
IFF	identification, friend or foe (or) introduction to fighter fundamentals
IG	inspector general
ILS	instrument landing system
IP	instructor pilot
IRC	instrument refresher course
JUMPS	Joint Uniform Military Pay System
JUNT	joint undergraduate navigator training
MAJCOM	major command
MCR	multicommand regulation
MEGP	mission essential ground personnel
MO	mission observer
MP	mission pilot
MPO	military pay order
MR	mission ready
MTT	multitask trainer
NAF	Numbered Air Force
NVG	night vision goggles
OFDA	operational flying duty accumulation
OFT	operational flight trainer

OG/CC	operations group commander
OSA	operational support airlift
PCS	permanent change of station
PEID	program element identifier
PIT	pilot instructor training
PSP	professional staff physician
PTO	physiological training officer
PTT	part task trainer
RAM	residents in aerospace medicine
RCC	Rescue Coordination Center
ROTC	Reserve Officer Training Corps
RPI	rated position identifier
RSU	runway supervisory unit
SAR	search and rescue
SE	safety
SOF	supervisor of flying
SOSM	Squadron operations system management
SOW	special operations wing
SRC	system refresher course
SUNT	specialized undergraduate navigator training
SUPT	specialized undergraduate pilot training
TACAN	tactical air navigation
TACC	Tanker Airlift Control Center
TDY	temporary duty
TMC	training mission commander
TMS	training management system
TRIM	time related instruction management
TTU	technical training unit
UFT	undergraduate flying training
UPT	undergraduate pilot training
USAF	United States Air Force
USAFA	United States Air Force Academy
USUHS	Uniformed Services University of Health Sciences
VOR	very high frequency, omnidirectional ranging
WST	weapon system trainer

SPOUSE FLIGHT AND TAXI ORIENTATION PROGRAMS (ADDED)(AETC)

A8.1. Purpose. The intent of the AETC spouse flight and taxi orientation programs is to favorably influence a spouse's attitude toward the Air Force by providing a firsthand look at the member's mission. The programs should be designed to positively influence career decisions and retain personnel in critical flying specialties. Local programs should concentrate on presenting an in-depth view of a normal workday and familiarizing spouses with the member's typical routine. Additional benefits include improved morale and retention. Spouses requesting their first orientation event have priority.

A8.2. Orientation Flights. Wing commanders may approve spouse orientation flights in aircraft not equipped with ejection seats. Spouses may not fly orientation flights in any ejection-seat aircraft. Normally, the program seeks the participation of wing aircrew instructor's spouses. Orientation flights for two other spouse categories will be on a space-available basis in the following priority: unit-assigned, critical specialties directly supporting the flying mission and students undergoing aviation training. OG/CCs will determine critical specialty positions. Spouses will be limited to one flight during their sponsor's tour. Spouses may not fly on the same aircraft when another family member is acting as a primary crewmember. Orientation programs should include the wing mission briefing. Develop orientation flight briefings using the guidance in attachment 9 (Added)(AETC). AETC units will:

A8.2.1. Conduct orientation flights only on scheduled round-robin training missions. These missions will originate and terminate at the departure base with no scheduled intermediate stops and will be standard training sorties only. Orientation flights on fixed-wing tanker/receiver air refueling sorties are authorized if flown by qualified personnel; however, do not fly spouses on low-level or wingtip formation sorties.

A8.2.2. Restrict training maneuvers on orientation flights according to technical order guidance for passenger-carrying missions. Do not perform aerobatics, stalls, or simulated emergencies.

A8.2.3. Manifest passengers on DD Form 2131, **Passenger Manifest**. The AC, designated representative, or aerial port facility will complete DD Form 2131. Forward a copy to local passenger-processing personnel.

A8.2.4. Designate a project officer for coordination and control of the spouse orientation flight program.

A8.2.5. Ensure aircraft on and off-loading of spouses complies with the flight manual and local directives.

A8.2.6. Submit program results to AU/XOO, 2 AF/ADO, or 19 AF/DOO no later than 5 workdays after the event.

A8.2.7. Ensure participants receive an AETC Form 30 documenting their flight.

A8.3. Orientation Taxi Operations. T-3, T-37, T-38, F-15, and F-16 taxi rides normally will be for the spouses of assigned instructors. Limit spouses to one taxi ride during their sponsor's tour. This program demands careful planning and execution. Safety is paramount; everyone involved must comply with all restrictions, adhere to requirements, and apply common sense. These are taxi rides *only*. No acceptable reason exists for an instructor to become airborne with a spouse on board. Locally developed procedures will ensure:

A8.3.1. All participants receive hands-on ground egress training and a life support briefing according to AETCI 11-301.

A8.3.2. Participants have appropriate flight clothing and footwear (no open-toed or high-heeled shoes) and all jewelry, including barrettes, hair clips, earrings, etc., are removed.

A8.3.3. Participants wear a helmet, mask, and parachute or harness.

A8.3.4. Only current, qualified AETC IPs give taxi rides. IPs will taxi from the left or front seat and may taxi their own spouses.

A8.3.5. Escort officers are available to accompany spouses to the aircraft. Escorts will assist with strapping in and deplaning.

A8.3.6. Compliance with normal checklist procedures, with these exceptions:

A8.3.6.1. For T-37 and T-38 taxi rides, do not strap participants into the parachute. Instead, use it as a backrest. Use the gold key on the oxygen supply hose to secure the lap belt, not the gold key on the parachute. Do not insert the CRU-60/P into the CRU-60/P block on the parachute. Instead, rest it in the participant's lap. Ensure ejection-seat arming handle safety pins remain installed throughout the taxi ride. For T-3, F-15, and F-16 taxi rides, strap participants in using normal procedures.

A8.3.6.2. When accomplishing the before-taxi check, leave the identification friend or foe (IFF), very high frequency omnidirectional ranging (VOR), instrument landing system (ILS), tactical air navigation (TACAN), and distance measuring equipment (DME) off. Do not remove seat or canopy pins. They must remain installed throughout the taxi ride.

A8.3.6.3. Use normal, assigned callsigns.

A8.3.6.4. Use normal routes and taxi speeds. Accelerate to 50 knots maximum (for T-3, T-37, and F-16), 90 knots maximum (for T-38 and F-15), or 1,000 feet down the runway, whichever comes first. Use brakes sparingly to prevent heat buildup. Taxi to the end of the runway--do not turn off early.

A8.3.6.5. Shut down both engines before deplaning the spouse.

A8.3.6.6. Present each participant with an AETC Form 30.

A8.3.6.7. Submit program results to 19 AF/DOO no later than 5 workdays after event completion.

ORIENTATION FLIGHT GENERALIZED PASSENGER BRIEFING GUIDE (ADDED)(AETC)

A9.1. Contents of the Briefing Guide. The following information should be used to develop unit briefing guides tailored to unit aircraft and missions. Due to the large variety of aircraft in AETC, not all items apply to all units. The IP, AC, or a qualified crewmember on the flight will personally brief the following applicable items to each passenger:

A9.1.1. Ground Operations:

- Mission
- Callsign
- Takeoff time
- Ramp safety. Avoid intake and exhaust of running aircraft
- Foreign object damage considerations
- Ingress and egress from the aircraft
- Canopy procedures
- Strap in, oxygen, and communications hookups
- Seat pin procedure
- Switches and levers

A9.1.2. Flight Overview (Profile):

- Takeoff and departure procedures
- Route and Airwork
- Clearing
- Transfer of aircraft control
- Recovery/pattern and landing
- Inflight checks (challenge and response)

A9.1.3. Emergency Procedures:

- Ground
- Egress (lapbelt, shoulder harness, personal leads, seat pins, and parachute)
- Engine fire (depart opposite side)
- Takeoff: abort/continue
- Inflight
- Birdstrike
- Physiological
- Ejection
- Intercom failure
- Fire (engine or electrical); smoke and fume elimination
- Oxygen procedures

A9.1.4. AETC and USAF Prohibitions. Unless approved by competent authority identified in official guidance, the following are prohibited on AETC aircraft:

A9.1.4.1. Operation of electronic and electrical devices: radios, CDs, cameras, or video-recording equipment, etc.

A9.1.4.2. Possession of explosives, flammable corrosive materials, and materials with toxic or irritating fumes.

A9.1.4.3. Possession of narcotics, marijuana, alcohol, or dangerous drugs.

NOTE: If the pilot believes a passenger does not fully understand the emergency procedures, the passenger will not fly.

SAMPLE AETC FORM 327 (ADDED)(AETC)

AIR EDUCATION AND TRAINING COMMAND ORIENTATION FLIGHT REQUEST			DATE		
Submit through AU/XOO, 2 AF/ADO or 19 AF/DOO with information copies to HQ AETC/PA, if appropriate.					
TO Approving authority from table 1.3 (usually AETC/CC for DV and general officer flights)			FROM Requesting wing/unit commander's address		
NOMINEE Nominee's full name (and grade if military or DoD civilian)			POSITION Nominee's duty title, position, or office		
REQUESTED DATE Proposed date of flight	REQUESTED AIRCRAFT Type aircraft	PROJECT OFFICER/TELEPHONE NUMBER Unit POC information			
<p>JUSTIFICATION (Refer to DoD 4515.13R and AFI 11-401/AETC Sup 1)</p> <p>Provide a short narrative justification of the proposed orientation. Include the type of flight requested (that is, DV or familiarization), flight profile specifics (if required), any limits on operations, and expected publicity or other benefits to the Air Force. For civilian nominees, include age and assessment of general health. Reference publications above outline DoD and Air Force guidance regarding eligibility for flight in military aircraft and other pertinent operating restrictions. See AFI 11-206 for other flight restrictions when carrying passengers.</p> <p>Submit familiarization ride requests requiring AETC/CC approval through AU/XOO, 2 AF/ADO, or 19 AF/DOO. Requests must arrive not later than 14 days before the proposed flight. Submit DV flight requests requiring AETC/CC, ASD, or SAF approval to AU/XOO, 2 AF/ADO, or 19 AF/DOO with information copy to HQ AETC/PA. Send requests not later than 21 days before the proposed flight for AETC/CC approval and not later than 30 days before for HQ USAF or higher approval.</p>					
DATE	NAME OF RECOMMENDING COMMANDER Name/grade of commander (OG/CC or equivalent)			SIGNATURE	
AU/NAF COORDINATION					
RECOMMEND <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL (If recommending disapproval, enter comments on reverse)					
DATE	FROM/TELEPHONE NUMBER AU/XOO, 2 AF/ADO, or 19 AF/DOO			SIGNATURE	
REMARKS This section for AU, NAF, or HQ AETC completion. The staff point of contact makes recommendation above, with supporting arguments. Additional rationale for recommendation may be supplied on reverse (required if the staff recommends disapproval). This form also serves as an excellent vehicle for local nomination and approval of wing incentive flights.					
If nonconcur, enter rationale on reverse.					
TO	ACTION	SIGNATURE AND DATE	TO	ACTION	SIGNATURE AND DATE
These blocks for HQ staff					
or local coordination					
NOTIFICATION					
TO For action officer use			FROM Staff action office		
Requested orientation flight has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved. Approved flight will be conducted in accordance with AFI 11-401/AETC Sup 1 as part of normal training requirements with no additional flying hours allocated for this purpose.					
DATE	SIGNATURE				

ROTC FLIGHT ORIENTATION PROGRAM (ADDED)(AETC)

A11.1. General Responsibilities. AFI 36-2011, *Air Force Reserve Officer Training Corps*, tasks MAJCOMs to provide cadet orientation flights if possible. AETC will fly Reserve Officer Training Corps (ROTC) cadets in available jet trainers. This program will be conducted on a noninterference basis with formal course training. Specific responsibilities in support of this program are as follows:

A11.1.1. Coordinating proposed orientation flight schedules with OG/CCs.

A11.1.2. Providing implementation information to the wings. This information will include host encampment sites, number of cadets, and the dates scheduled for orientation flights.

A11.1.3. Monitoring the orientation flight program until completion of all requirements.

A11.2. Specific Responsibilities:

A11.2.1. Host MAJCOM will pay any necessary lodging fees.

A11.2.2. Air Force ROTC (AFROTC), Training (AFROTC/DOT) will:

A11.2.2.1. Provide 19 AF/DOO with final field training encampment schedules as soon as practical after final MAJCOM coordination.

A11.2.2.2. Provide 19 AF/DOO with the name, address, and duty phone of MAJCOM project officers and field training executive officers at each AFROTC field training encampment.

A11.2.2.3. Coordinate for all matters concerning AFROTC personnel and field training encampments.

A11.2.2.4. Provide HQ AETC/DOF the projected sortie flying requirement by 1 September of each year for the next 5 fiscal years. Include a brief explanation of any changes from the previous year's submission.

A11.2.2.5. Coordinate with 19 AF/DOO on the coming year's orientation flight schedule.

A11.2.2.6. Coordinate with host MAJCOMs for cadet airlift to and from AETC wings supporting orientation flights.

A11.2.2.7. During the first week of field training, ensure that cadets who desire orientation flights in ejection-seat aircraft request these flights in writing to the field training commander.

A11.2.2.8. Provide host wing project officers a list of cadets who will receive jet orientation or simulator rides as soon as possible. The list will include the last name, first name, middle initial, Social Security number, gender, and whether the cadet desires an aircraft or simulator ride. Provide the wing project officer a final list the day before the flight dates.

A11.2.2.9. Ensure cadets are dressed properly for orientation flight (battle dress uniforms, boots, and cotton underwear).

A11.2.2.10. Ensure cadets scheduled for orientation rides are briefed on hair requirements in AFI 11-206/AETC Sup 1.

A11.2.3. Encampment commanders will ensure cadets are briefed by a flight surgeon on the rigors and physiology of flight within 24 hours of their departure to the wings.

A11.2.4. For units providing jet orientation sorties, the OG/CC will:

A11.2.4.1. Determine whether to support ROTC orientation program locally or deploy a contingent to the encampment location.

A11.2.4.2. Appoint one instructor to be the overall project officer and assist the group scheduler on this flying program. The project officer will:

A11.2.4.2.1. Ensure availability of necessary helmets, oxygen masks, and parachutes and harnesses to properly equip cadets.

A11.2.4.2.2. Ensure sufficient maintenance resources are provided to enable a smooth and orderly accomplishment of scheduled aircraft or simulator sorties.

A11.2.4.2.3. Inform 19 AF Maintenance (19 AF/LGM) of any problems that may prevent accomplishment of the AFROTC orientation flight program or normal programmed flying training missions.

A11.2.4.3. Ensure UFT wings do not use eliminees in transition status to escort cadets on summer encampment programs.

A11.2.4.4. Determine the possibility of completing the required orientation flights on a day-to-day basis. If inclement weather or other circumstances prevent or delay the orientation flights, inform the host MAJCOM encampment base executive officer of the decision so that cadets' airlift can be delayed or postponed. Inform 19 AF/DOO of the decision as soon as possible.

A11.2.4.5. Use AETC Form 70, **Orientation Flight Critique**, to collect written comments from cadets on the orientation program. Forward these critiques with project officer's comments to 19 AF/DOO at the completion of cadet flying.

A11.2.4.6. Normally, use T-37/T-38 aircraft and T50/T51 simulators for the orientation program.

A11.2.4.7. Contact HQ AETC/DOF if additional flying time is necessary to support the orientation program.

A11.2.4.8. Develop local procedures detailing preparations for the cadet visitation to include provisions for meals and housing (if required), complete event schedules, flight profiles and procedures, and use of available time to broaden the cadet's knowledge of AETC flying operations. Examples include visits to the learning center, simulator, RSU, local radar approach control, etc.

A11.2.4.9. Manifest cadets on AETC Form 345 or other locally developed flight authorization approved by 19 AF/DO according to this supplement.

A11.2.5. Each tasked flying squadron will:

A11.2.5.1. Determine requirements in personnel, time, and cost as well as the impact on local training to deploy and accomplish orientation flights at encampment site (if required).

A11.2.5.2. Provide ejection seat and emergency ground egress training as directed in AETCI 11-301. Instructors will be qualified life support personnel or aerospace physiology training instructors certified by the Chief of Aerospace Physiology. Cadets who fail to understand egress/emergency procedures will not fly.

A11.2.5.3. Show the passenger flight life support training video, provide hands-on ground and air egress training, answer any questions pertaining to flying training, clarify local procedures, and provide briefings by an aerospace physiologist on the use of oxygen and personal equipment, effects of pressure change, airsickness, hyper-ventilation/hypoxic hypoxia, and the anti-G straining maneuver.

A11.2.6. If necessary, a flight surgeon will provide final screening of potential medical problems in conjunction with the briefings provided by the physiology staff. Cadets who are not medically fit to fly may be scheduled to receive simulator rides. Orientation flights missed for medical reasons will not normally be rescheduled; however, the OG/CC may reschedule flights with the concurrence of the encampment commander if the conditions of this paragraph are met.

A11.2.7. AFROTC flight:

A11.2.7.1. Wings will develop a round-robin route below FL 180. Smooth flow operations as much as possible. T-37s may fly two sorties before refueling provided they have a minimum of 1,000 pounds of fuel on board for the second takeoff.

A11.2.7.2. The IP flying the sortie will brief each cadet before the flight. The IP will cover all applicable items in the briefing guide at attachment 9, this supplement, placing special emphasis on ejection-seat procedures. For the T-37, the IP must guard the left ejection-seat handgrip to ensure the handgrips remain down as the cadet removes the pin and the streamer clears the seat. Following landing, the cadet will install the seat pin with the IP guarding the left handgrip after the number two engine is shut down.

A11.2.7.3. The IP will fly the aircraft at all times while in the traffic pattern. Do not perform touch-and-go landings without specific 19 AF/CC approval.

A11.2.7.4. Cadets will not fly in ejection-seat aircraft after the 16th hour of their duty day.

23 MAY 1997**IC 97-1 TO AFI 11-401/AETC SUP 1, *FLIGHT MANAGEMENT*, 3 MARCH 1997****★SUMMARY OF REVISIONS**

IC 97-1 changes paragraph 1.9.2.4 to provide guidance on passenger travel in conjunction with AETC training missions. A ★ indicates revisions from the previous edition.

★1.9.2.4 (ADDED)(AETC) Although the Joint Operational Support Airlift Center (JOSAC) (OSA) is the preferred method of transportation, in some instances units may allow passenger travel in conjunction with training missions. Passenger travel in these instances must be a bona fide opportune capability generated as a result of training or logistics support requirements. Operations group commanders will use the following guidelines as a starting point when considering passenger missions:

- The mission or sortie should be an existing or standing training requirement totally independent of the potential passenger mission.
- For all portions of the mission with passengers onboard, all pilots performing flight duties must be qualified in the specific aircraft and crew position they occupy.
- See AFI 11-401, paragraph 1.12.2--Exception for passengers necessary to achieve training objectives required by formal training programs (for example, pararescue, rangers, cct, seals, etc).
- Aircraft is properly configured to carry passengers.
- Oxygen and other life support systems meet requirements.
- Planned mission profile does not include the practice of emergency procedures.
- Passengers have approved travel orders or authorization to make the flight.
- Passengers are properly briefed and manifested.
- Passengers should be processed through the passenger terminal or base operations to ensure all preflight requirements are correctly accomplished.
- Reference tables 1.1 and 1.2, this supplement.

24 JULY 1997

IC 97-2 TO AFI 11-401/AETC SUP 1, *FLIGHT MANAGEMENT*, 23 MAY 97★*SUMMARY OF REVISIONS*

AETC has instituted a procedure to allow SUPT instructor pilots to separate air show support (static display and flyby) missions from continuation training (CT) cross country missions. SUPT pilots supporting higher headquarters-task air show support missions will log T1X. The new mission symbol to annotate SUPT nonhigher headquarters-task static display and flyby sorties is T3S. A nonhigher headquarters-task mission is one the aircrew volunteers to support. Air show support missions (either T1X or T3S) do not count as funded quarterly CT cross-country missions. A funded CT cross-country mission, logged as T3X, is authorized once per quarter for each SUPT instructor pilot. This CT cross-country mission is not a mandatory requirement, but it is an authorized option for AETC instructor pilots. (*NOTE: A ★ indicates revisions from the previous edition.*) In summary:

1. T1X should be logged for SUPT air show support missions directed by higher-headquarters tasking.
- 2.. T3S should be logged for SUPT nonhigher headquarters-task air show support missions.
3. T3X should be logged for all SUPT instructor pilot cross-country missions.
4. All air show support missions will be funded. However T1X and T3S do not count as funded quarterly instructor cross country missions.

Table A2.2. AETC training aircrews will use the following mission symbols. Support aircrews (for example, 322 Airlift Flight and 36 Rescue Flight) log mission symbols according to the basic instruction, attachment 2. (Table A2.2 is changed on the next page:)

Type Mission	Symbol
UFT:	
Aviation Leadership Program Course (P-V4A-E)	T1A
Syllabus-directed support sorties*	T1B
UPT/SUPT (USAF)(P-V4A-A/B)	T1C
UPT (international)(P-V4A-B)	T1D
EFSP (S-V8A-E)	T1F
PIT (USAF)(F-V5A-A/B/F/T)	T1G
PIT (International) (F-V5A-A/B)	T1H
ESATP (S-V8A-D)	T1J
Fixed-wing qualification (F-V5A-Q)	T1K
Miscellaneous other formal courses of training; for example, T-43 pilot initial qualification (F-V5A-H)	T1L
ENJJPT PIT (F-V5N-A/B)	T1M
Medical officer flight familiarization (S-V8E-A)	T1N
Joint undergraduate navigator training (JUNT) (J-NA-AT)(N-NA-AT)	T1O
SUNT (N-V6A-B) (All)	T1O
Interservice undergraduate navigator training (IUNT) (N-V6A-N) (All)	T1O
Marine air navigation school (MANS) (USMC Course 051)	T1O
Banked pilot requalification course (F-V5A-J)	T1P
ENJJPT (P-V4A-N)	T1Q
Continuation Training Sorties	
AETCI 36-2211 continuation training sorties	T3C
Non-syllabus directed support sorties	T3D
Medical (flight surgeon) sorties	T3F
★Static display and flyby sorties (nonhigher-headquarters-tasked)	T3S
★Instructor pilot cross country	T3X
Proficiency pilot continuation training	T3Y
Mission Support Sorties	
Incentive/orientation flight	T1E
AETCI 36-2211 mission qualification training (MQT) sorties	T1I
AFROTC/USAF flights	T1R
T-37 spin sorties/T-38 stall sorties	T1S

Type Mission	Symbol
Recent UFT fighter track graduates awaiting follow-on training	T1U
AFI 11-408, <i>Aircrew Standardization/Evaluation Program</i> , sorties (for example, AF Form 8 evaluations)	T1V
RSU/weather ship	T1W
★Emergency/higher headquarters directed sorties/static display and flyby sorties (higher-headquarters-tasked)	T1X
EP proficiency flights	T1Z
Maintenance Support Sorties	
Maintenance/logistic support (for example, Queen Bee deliveries)	O3C
Aircraft FCFs/simulator maintenance test flights	O8C
Airlift TTU:	
Student Training Sorties	
Student local syllabus sortie	T2A
Student airdrop sortie	T2C
Student aerial refueling sortie	T2R
Continuation Training Sorties	
51-series continuation training sorties. Includes 97 AMW pilot currency, overwater currency, and pilot/navigator airdrop currency sorties	T3A
97 AMW pilot/nav aerial refueling sortie	T3C
Mission Support Sorties	
Aircrew evaluation sorties and sorties directed by 97 AMW or higher headquarters; includes static displays, etc.	T3E
Maintenance Support Sorties	
Depot input	O3A
Aircraft FCF maintenance test flights	O8A
AMC missions under the operational control of HQ AMC/TACC	See mission directive
KC-135 Combat Crew Training School (CCTS):	
Student Training Sorties	
Combat crew training	T2A
Continuation Training Sorties	
Flights to accomplish 51-series continuation training requirements	T3A
Mission Support Sorties	
Mission support sorties, for example, aircrew evaluation sorties, static displays, orientation sorties	T3M

31 DECEMBER 1997

IC 97-3 TO AFI 11-401/AETC SUP 1, *FLIGHT MANAGEMENT*, 24 JULY 1997

★SUMMARY OF REVISIONS

IC 97-3 revises information about additional crewmembers (ACM) to remove the ejection-seat restriction and the traveling to or from restriction. (See paragraph 1.6.2.1.1 [Added] [AETC] and table 1.2 for updated information reflecting these changes.) IC 97-3 also redefines information about the AETC Instructor Enrichment Program (IEP) to include program description, eligible candidates, and approval authority. The current paragraph 1.9.3.6.2 (Added) (AETC) has been revised (and now includes paragraphs 1.9.3.6.2.1 and 1.9.3.6.2.2).

★1.6.2.1.1. (Added)(AETC) **Additional Crewmember (ACM).** An ACM is an AETC crewmember who is assigned or authorized to accompany any AETC crew complement. ACM status is normally granted to crewmembers: traveling to or from locations to accomplish training or evaluation requirements; on tanker airlift control center-directed airlift missions; to accommodate recurring training orientation (in lieu of a one-time orientation or familiarization sortie); or to accomplish any bona fide official mission where ACM status is essential to completion of the mission. AETC wing commanders approve ACM status for eligible individuals on specific flights operated by their unit or under their operational control. Crewmembers from other MAJCOMs are authorized ACM status (with their wing commander's approval) to conduct AETC business or exchange training information. To qualify, ACMs must have a current flight physical, current physiological and egress training commensurate to the aircraft ACM status is approved for, and be on current aeronautical orders and flying status. They must have travel orders annotated by the ACM authority. (A memorandum or message granting ACM status from a valid authority satisfies this requirement.) ACM status will not be granted to personnel on leave in place of travel as a passenger or for avoidance of personal travel expenses. ACMs do not restrict training profiles. ACMs may not log flying time unless qualified in the aircraft and specifically directed to perform primary crew duty in their specialty.

★Table 1.2. (Added)(AETC) Passenger-Carrying and Aircrew Restrictions.										
I T E M	A	B	C	D	E	F	G	H	I	J
	Status/Category	Aircraft Type								
		Ejection-Seat		Special Purpose		Airlift Tanker/Trainer (Passenger Suitable)				
		F-15 F-16	T-37 AT/T-38	T-3	Helos (all)	T-1 T-43	C-12 C-21	C-5 C-17	C-141 KC-135	MC-130H MC-130P C-130E
1	AETC/CC/CV/XO, NAF/CC, AU/CC (when rated)	Instructor pilot required for all categories (note 1).			Instructor pilot required (note 1). When carrying passengers, will not occupy a primary crew position (note 1).					
2	Mission observer									
3	Senior supervisor									
4	Indoctrination flyers									
5	IEP flyers									
★6	ACM (note 2)									

NOTES:

1. In aircraft in which they do not maintain a mission qualification or for general officers in non-commander billets.

2. Designated current and qualified aviators in any AETC aircraft. ACM are not passengers; no restrictions on operations while ACM are aboard the aircraft.

★1.9.3.6.2. (Added) (AETC) Instructor Enrichment Program (IEP) sorties are local missions flown by current AETC instructors flying in an AETC aircraft in which they do not maintain qualification. The pilot in command must be a current IP qualified in the aircraft. IEP sorties are for the sole purpose of familiarizing AETC instructors with missions performed by fellow instructors in different weapon systems in AETC. (For example, SUPT instructors visiting Altus AFB or Little Rock AFB [or instructors from Altus AFB or Little Rock AFB visiting HQ AETC] would qualify for IEP.) IEP sorties may also be used to familiarize supervisors of flying (SOF) personnel with the mission and performance for different aircraft in the traffic pattern. The knowledge gained on these sorties is expected to allow the SOF to make more informed decisions during critical situations (for example, emergency recoveries). Approval authority for IEP sorties and flight authorization duty codes for guest instructors are as follows:

★1.9.3.6.2.1. The approval authority for IEP sorties is the OG/CC. IEP sorties will be coordinated between units in advance and should not interfere with student training. The selection process for IEP candidates is as follows:

- The SQ/CC (with OG/CC approval) for wing personnel.
- The wing commander for nonunit-assigned personnel.
- The HQ AETC/IG and HQ AETC/SE for IG and SE personnel, respectively.
- The AU/XO or NAF/DO for AU and NAF personnel, respectively.

★1.9.3.6.2.2. For IEP sorties, each guest instructor will use a flight authorization duty code to denote his or her position identifier (that is, "P" for pilot, "N" for navigator, or "L" for loadmaster). In addition, the guest instructor will log only "other" time on the AFTO Form 781 and will *not* log any training events.